

User's Guide

i-Pass XS Software

CONTENTS

1.0	Introduction	2
2.0	System Requirements	
3.0	Software Installation	
4.0	Connecting to an iPass Controller	
5.0	Adding Readers	
6.0	Time Zones	
7.0	Access Levels	
8.0	Managing Card Holders	
9.0	Initialising the system	
10.0	The Audit Trail	
11.0	Database Reports	
12.0	First In Rule	
13.0	DIDO Module Setup	
	Lift Setup	

1.0 Introduction

i-Pass XS software works hand in hand with the i-Pass Master Controller . I-Pass XS may be installed on Windows based PC's to provide a total access control managament system. Multiple i-Pass master controllers can be controlled using the software via "Direct Connect", Dial Up Modem or LAN TCP/IP.

2.0 System Requirements

The i-Pass XS Software has the following hardware requirements. These specifications are minimum requirements, which can always be exceeded if desired.

CPU Minimums

Pentium 350MHz (or better) - 128M+ RAM

Operating System

Windows 2000 Professional™ and Service Pack 2

Windows NT Workstation™ Version 4.0 and Service Pack 5 or 6a.

Windows XP or XP Pro

Drives

One CD-ROM Drive 6x or better –i-Pass XS is available on CD only.

One Floppy Drive - 3.5", 1.44M - History archives and database backups performed in i-Pass XS will utilize the floppy drive or other specified target.

20 Gigabyte Hard Disk or better - The basic system software when installed is approximately 3MB. The actual size required may be higher depending on the size of the cardholder database.

Memory

128M of RAM Memory -. For Windows 2000 Professional™ 256M is the recommended minimum.

Monitors

One color monitor SVGA 800 x 600 - The i-Pass XS Software is SVGA compatible. The program will not run in monochrome. 800×600 or better and small fonts is preferred. 17'' monitor preferred but not required.

Local Area Network

LAN Adapter Card 10Mbit or better LAN card is required for LAN applications only. 100Mbit is optimum

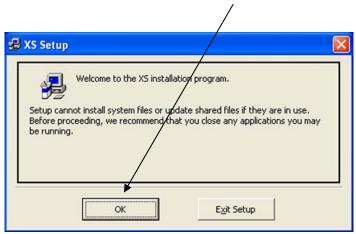
Peripherals

Serial Ports - At least one serial port is needed for either direct or dial-up modem communications. It may be necessary to use a Windows 2000[™], or Windows NT[™] compatible multi port board when more than two serial ports are required. **- Mouse** - Mouse and keyboard are required. Microsoft IntelliMouse® or equivalent recommended but not required. **- Modem** - ISCS provided External modem only.

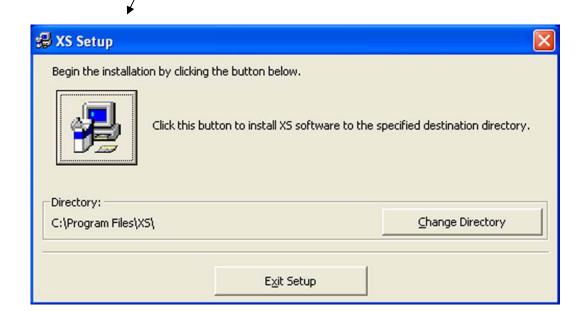


3.0 Software Installation

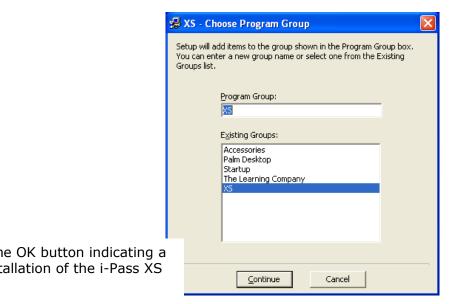
3.1 Insert your iPass XS installation CD and double click the setup.exe file. Once the Welcome message appears, click **the OK button** to install the iPass software.



3.2 Click the large button to install the iPass software into the default directory C:\Program Files\XS\ or click the change directory button to select an alternative directory for the install.

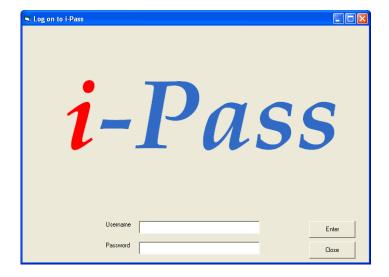


3.3 Next choose the Program Group for the software to be installed into.



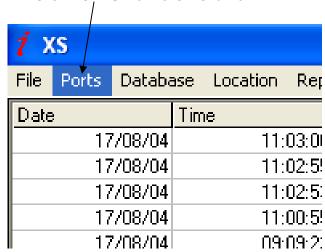


3.5 Now you are ready to start the software application. Browse to the Program Group where the i-Pass XS Software is located and start the software. Next you will need to enter the default Username **master** and Password **master**. Press Enter to log in and continue.

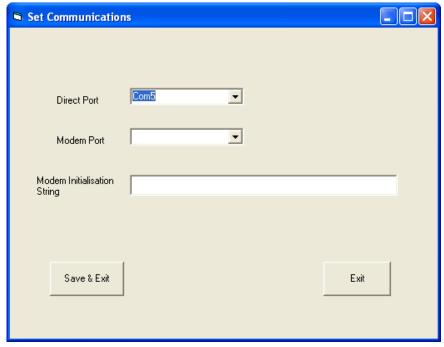


4.0 Connecting to an iPass Controller

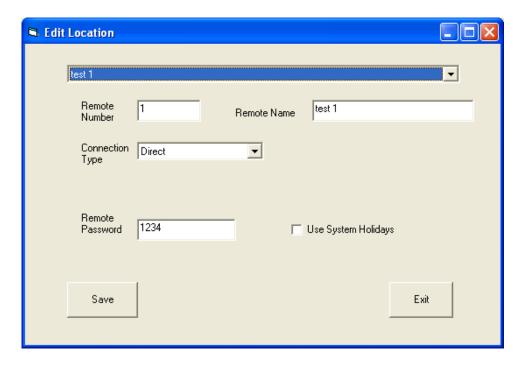
- **4.1** Once your iPass Master Controller is installed and powered up you can connect to the controller via an RS232 cable from the computers serial port. Please refer to the **i-Pass Hardware Installation Manual** for information relating to serial port wiring connections.
- 4.2 Click PORTS from the Menu Bar



4.3 Select the Com Port that the i-Pass Master is connected to via a serial cable. If you are connecting the i-Pass master remotely via Dial Up Modem select your Modem Port on this screen. **Press Save and Exit** when the ports are selected.

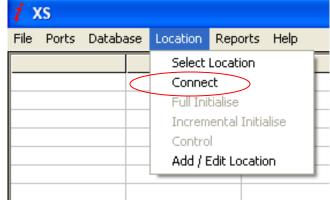


4.4 Select "Locations" from the Menu Bar. Select "ADD/EDIT Location". An existing location will be available in the default database for you to rename and use. Select "test 1" or "sample" and rename the "Remote Name" to the correct name of the location of your i-Pass Master panel (e.g. 102 Collins Street). If you are connecting to this panel directly via a serial cable choose "Direct" as your connection type. Leave the Remote password as 1234 and leave the "Use system Holidays" section unchecked.



Click the save button when completed!

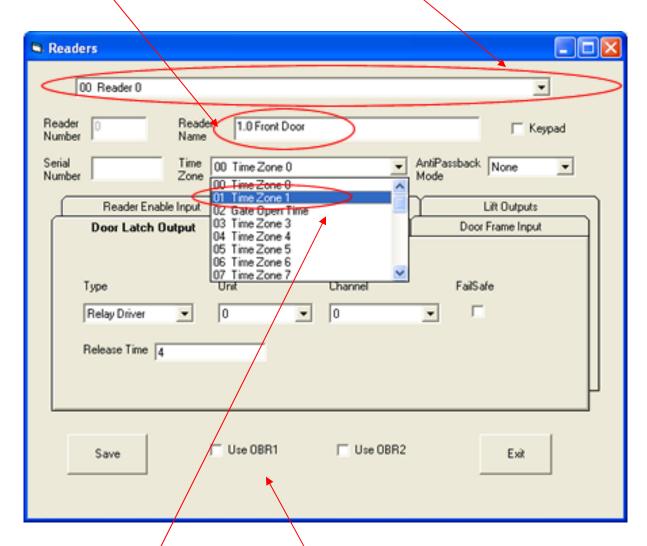
4.5 Now connect the Master panel. **Select "Location"** from the menu bar and then click **"Connect".** If this is the first time you have connected to the i-Pass master panel you should see some transactions scroll through on the audit trail screen.



5.0 Adding Readers

Each i-Pass Master Controller has a capacity for **16 readers maximum**. The i-Pass XS Software Database lists all 16 readers as default and unassigned. The "Readers Setup Screen" allows you to define how the reader is connected to the master controller (direct via wiegand or on the RS485 Bus). This screen also allows you to define all other aspects of how the reader interacts with door hardware, or Lift Hardware.

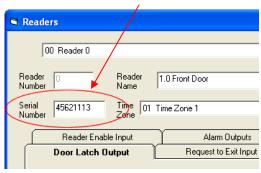
- **5.1** To assign readers for your system select the "Database Menu" and then select "Readers". Choose "Reader 0" from the default list.
- **5.2** Rename the reader to the correct name.



- **5.3** Select a **"Time Zone"** for the door, this is the time that you want the door to be unlocked. Using Time Zone 00 makes the door always locked.
- **5.4** If the reader defined is directly connected to the i-Pass Master via Wiegand, tick the box "Use OBR1" or "Use OBR2". **OBR stands for "On Board Reader Port"**



5.5 RS485 READERS. If the reader defined is connected to via RS485, enter a serial number for the reader or reader wiegand interface.



RS485 readers are the i-Prox-L5, S5 and K1. Each reader has a unique 8 digit serial number printed on the back.

Other 26 bit wiegand readers may be connected to the i-Pass master via the i-Pass-MDWIE1 two reader interface. Each reader port on the i-Pass-MDWIE1 has a unique 8 digit serial number, this is the number that is entered for each reader above.

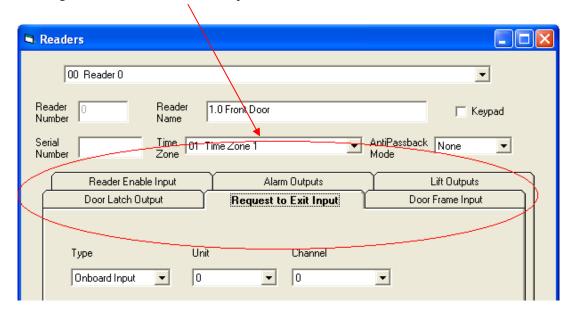
5.6 Next define which relay is associated with this reader/door. Choose "Onboard Relay" if you wish to use one of the two relays on the master controller. Choose "Relay Driver" to use one of the 16 available open collector output drivers, or choose "DIDO Relay" if you want to use a relay on either the 2 output remote DIDO module or the 16 Output DIDO module.

For all On Board Relays and Relay Drivers always keep the Unit number set to 0. For DIDO's use the appropriate Unit number (see Section 13.0 for DIDO Module Setup).

Set the "Channel number" to the correct relay number or driver number you wish to use.

Readers 00 Reader 0 ▾ Reader Reader 1.0 Front Door AntiPassback None Mode Serial Time 01 Time Zone 1 Number Reader Enable Input Alarm Outputs Lift Outputs Request to Exit Input Door Frame Input Door Latch Output Tune Unit FailSafe Channel Onboard Relay 0 Release Time 4 ✓ Use OBR1 Use OBR2 Exit

5.7 Next define all the other INPUTS and OUTPUTS associated with the door by selecting each TAB. **For Lift Setup see Section 14.0.**

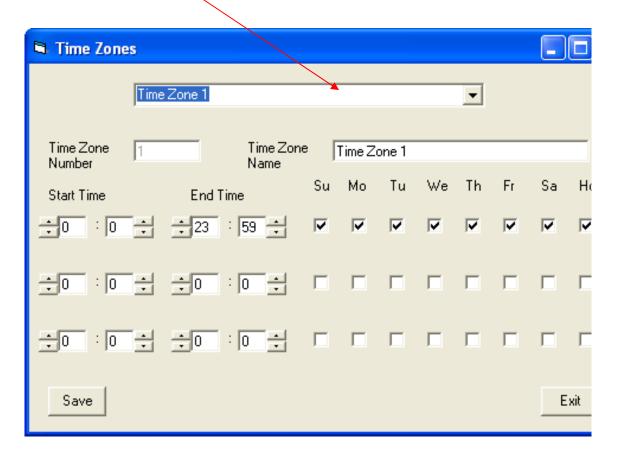


Click the <u>Save button</u> to save your changes to each Reader Definition Screen!

6.0 Time Zones

Each i-Pass Master Controller has a capacity for 32 Time Zones. Times Zones are used to define time periods during which a card holders card will work at a reader. Time Zones may also be used to determine when a door opens and closes during the day or when a lift floor is on or off security.

6.1 Select a Time Zone to edit, rename the "Time Zone Name" if required to a more appropriate name. **Note: Time Zone 0 is a system time zone and can not be edited at any stage.**



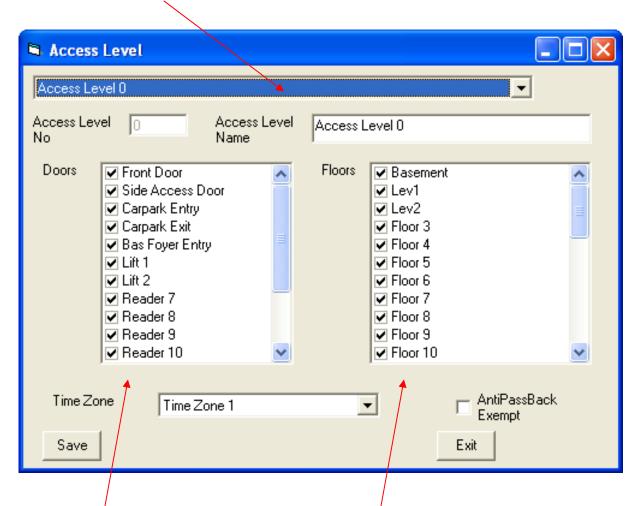
6.2 Enter the Start and End times along with the Days the times apply to. Up to three start and end times are available for each Time Zone. It is good practice to leave the default Time Zone 1 as your 24 x 7 Time Zone. Use other Time Zones for restricted access levels and auto door opening settings.

Click the Save button to save your changes to each Time Zone!

7.0 Access Levels

Each i-Pass Master Controller has a capacity for 64 Access Levels. Access Levels are used to define which readers and lift/floors card holders get access to and at what times.

7.1 Select an Access Level to edit, rename the "Access Level name" if required to a more appropriate name. e.g. "Cleaners".



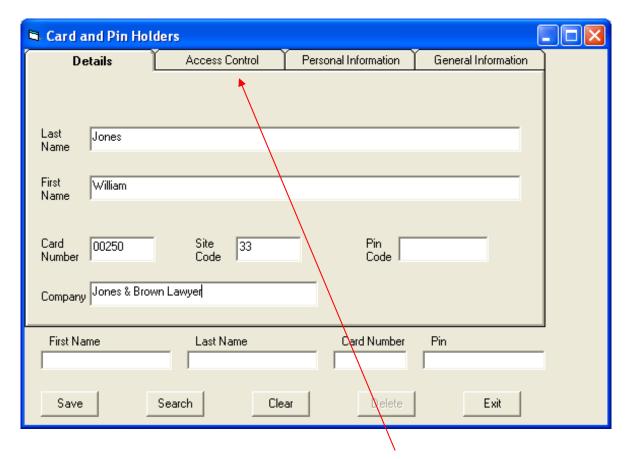
7.2 Select the readers that are to be available in this access level, also select which floors of the Lift System will be available to the card holder. Select a Time Zone which is used to determine the time the readers and floors will be available.

Click the Save button to save your changes to each Access level!

8.0 Managing Card Holders

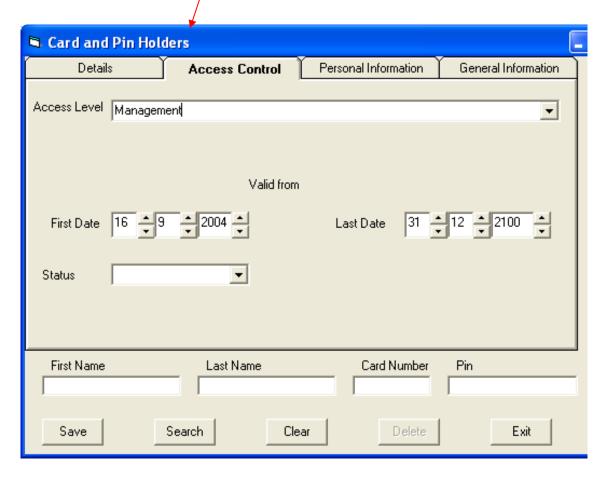
Card Holders names can be added to the i-Pass XS Database along with other relevant details such as card numbers, access levels, expiry dates etc.

8.1 Adding a Cardholder. Click on the "Database" menu and select "Card & Pin Holders". Enter the Card Holders Last name and First Name. Then enter a card number (this is usually printed on the face of the proximity card or key fob as a 5 digit number) and a Site Code must also be entered. A Pin Code may also be entered on this screen, Pin numbers are used only on the i-Prox-K1 proximity reader and keypad. Access is granted when either a valid card is presented or a Pin is used.



Enter a company name or department (not mandatory), and then click on the "Access Level" Tab.

8.2 Select the required Access Level for this Card Holder. Click on the "Access Control" Tab, then select an Access Level. Also enter a First (Start) and Last (expiry) date.

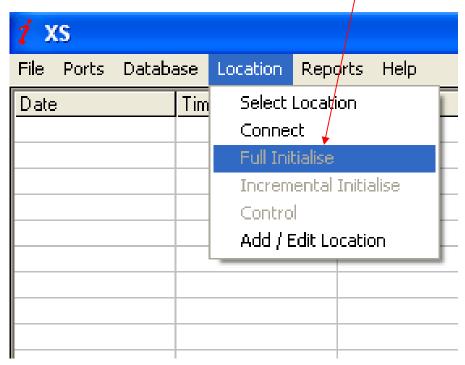


- **8.3** Personal and general information can now be entered (not mandatory). **Click the SAVE button when finished entering data for each card holder!**
- **8.4 Searching for Card Holder's.** Click on the "Search" Button, this displays a list of all cardholders. Sort card holders by clicking the column headings as required.

9.0 Initialising the system

Once the i-Pass XS Database is setup you will need to send all of the programming to the i-Pass Master Controller by doing a "Full Initialise".

9.1 Click on the "Location menu" and then select "Full Initialise".



A confirmation message will appear on the screen once the Full Initialise is complete.

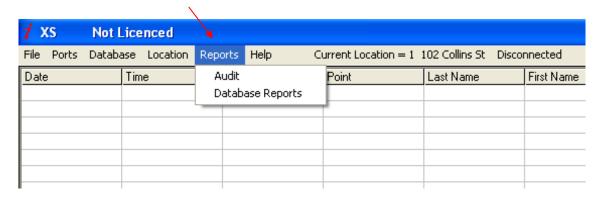
After the i-Pass Master Controller has had its first Full Initialise any future changes made to the database such as adding and deleting Card Holders, Access Levels, Time Zones etc only require you to do an "Incremental Initialize". An Incremental Initialize only sends the CHANGED data to the controller, therefore saving time.

10.0 The Audit Trail

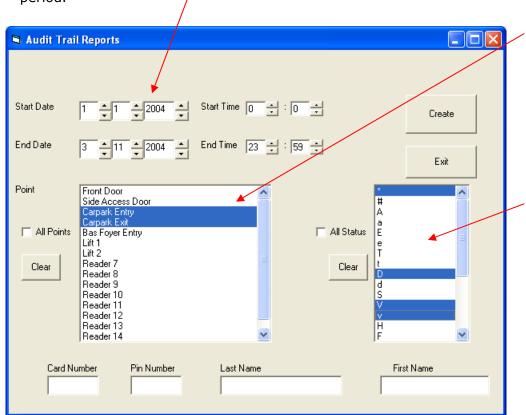
The Audit Trail is all the current transactions stored in the i-Pass XS Database. These transactions include valid and invalid card reads, system events, manual over rides and other information. Each transaction is time and date stamped.

The i-Pass XS Software provides a reporting feature that allows you to display on screen and print a customized report of any stored transactions. This is often used to report on a certain cardholders card usage over a time period.

10.1 Click on the "Reports Menu" and select "Audit" to setup an Audit Trail Report.



10.2 Enter a Start Time and Date as well as an End Time and Date for your report period.



- 10.3 Select the readers you wish to include in the report, if selected only transactions related to the readers will be included. Choose multiple readers by clicking and highlighting each reader.
- 10.4 Select the type of transactions you wish to include in the report. See section 10.6 for the full list of "Status Codes"
- **10.5** You can also enter a specific persons name or card number to report only on that person, or leave these fields blank to report on all card holders.

CLICK CREATE

10.6 i-Pass XS Transaction Status Codes

Note: Lower case indicates PIN entry

- * Valid card read
- # Valid PIN entry
- Aa Antipassback Violation
- **Ee Reader not Enabled**
- Tt Card out of Timezone
- Dd Card not valid at this Door
- S Incorrect Site Code
- Vv Card not Valid at this site
- H Door Held
- F Door Forced
- C Door Closed after Held or Forced
- X Request to Exit Button pressed
- U Door / Floor Unlocked Manually
- K Door / Floor Locked manually
- Y Module Communications alarm
- L Lift Floor Release
- **Z** Timezone Change
- O Operator Logon
- **R** Controller Reset
- **B** Daylight Savings Change

10.7 i-Pass XS Sample Audit Trail Report

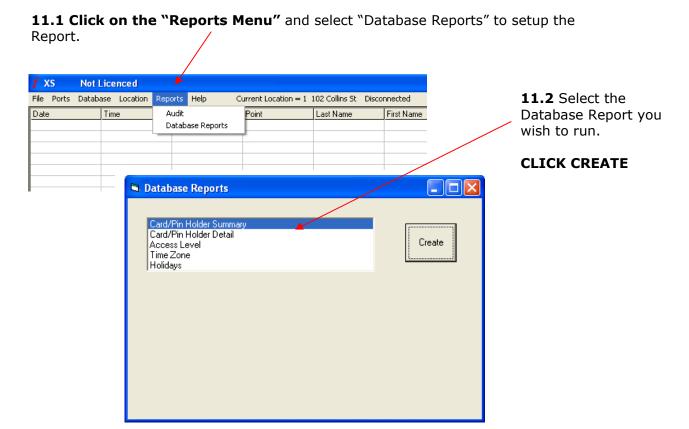
	XS Transaction Record Location sample								
Date	Time	Sta	t Point	Last Name	First Name	Event	Company		
10/11/2004	11:33:57 AM	L	Level 9			Rls			
10/11/2004	11:34:00 AM	L	Penthouse			Rls			
10/11/2004	11:34:00 AM	L	Penthouse			Rls			
10/11/2004	11:34:00 AM	L	Penthouse			Rls			
10/11/2004	11:34:00 AM	L	Penthouse			Rls			
	11:34:57 AM	*	Main Entry Door	Harmer	Stuart	00106			
10/11/2004	11:35:02 AM	V	Main Entry Door			00013			
	11:35:05 AM	*	Main Entry Door	Harmer	Stuart	00106			
10/11/2004	11:35:09 AM	*	Main Entry Door	Puskas	Daniel	00148			
10/11/2004	11:35:16 AM	*	Main Entry Door	Puskas	Daniel	00148			
10/11/2004	11:35:25 AM	*	Car Entry Gate	Harmer	Stuart	00106			
10/11/2004	11:35:29 AM	*	Main Entry Door	Harmer	Stuart	00106			
10/11/2004	11:35:33 AM	*	Car Entry Gate	Harmer	Stuart	00106			
	11:35:40 AM	*	Main Entry Door	Puskas	Daniel	00148			
10/11/2004	11:36:07 AM	L	Level 3			Rls			
10/11/2004	11:36:10 AM	L	Level 4			Rls			
10/11/2004	11:36:10 AM	L	Level 4			Rls			
10/11/2004	11:36:10 AM	L	Level 4			Rls			
10/11/2004	11:36:15 AM	*	Main Entry Door	Puskas	Daniel	00148			
10/11/2004	11:36:17 AM	*	Car Entry Gate	Harmer	Stuart	00106			
10/11/2004	11:36:18 AM	*	Main Entry Door	Harmer	Stuart	00106			
10/11/2004	11:36:21 AM	*	Main Entry Door	Puskas	Daniel	00148			
	11:40:49 AM	O	Operator 0			LOGON			
	11:45:54 AM	О				PWORD			
	11:46:53 AM	O	Operator 0			LOGON			
	11:48:38 AM	О	Operator 0			LOGON			
	11:48:47 AM	О	Operator 0			LOGON			
	12:11:00 PM	*	Main Entry Door	Puskas	Daniel	00148			
	12:11:02 PM	*	Main Entry Door	Puskas	Daniel	00148			
	12:11:04 PM	*	Main Entry Door	Harmer	Stuart	00106			
	12:11:05 PM	*	Car Entry Gate	Harmer	Stuart	00106			
	12:11:07 PM	*	Car Entry Gate	Harmer	Stuart	00106			
	12:11:08 PM	*	Main Entry Door	Harmer	Stuart	00106			
	12:11:10 PM	*	Car Entry Gate	Harmer	Stuart	00106			
10/11/2004	12:11:12 PM	*	Main Entry Door	Harmer	Stuart	00106			



11.0 Database Reports

The Database contains all the i-Pass XS configuration information for Card/Pin Holders, Card Readers, Doors, Floors, Access Levels, Time Zones and Holidays.

Reports can be generated on this information and printed in hard copy for review or safe keeping.



12.0 First In Rule

The First In Rule is currently implemented on the i-Pass Master Controller only. It can only be setup via the on board Keypad and LCD.

13.0 DIDO Module Setup

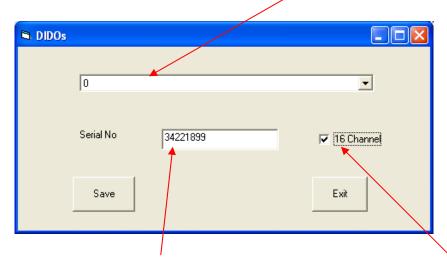
Whilst the i-Pass master Controller has two relays on board and sixteen relay drivers on board, it may be more appropriate to install Input/Output hardware modules out in the field closer to the door lock. Or in the case of Lift access control you may want to install relays and inputs close to the Lift Motor Room at the top of a high rise building and install the i-Pass Master Controller at the ground floor.

I-Pass DIDO Modules connect back to the i-pass Master Controller via RS485 bus.

Two types of DIDO Module's are available;

i-Pass-DIDO4 2 Relays and 4 Inputs i-Pass-DIDO16 16 Relays and 16 Inputs

13.1 Add i-Pass DIDO Modules by selecting a "Unit No" (the first DIDO unit should be 0).

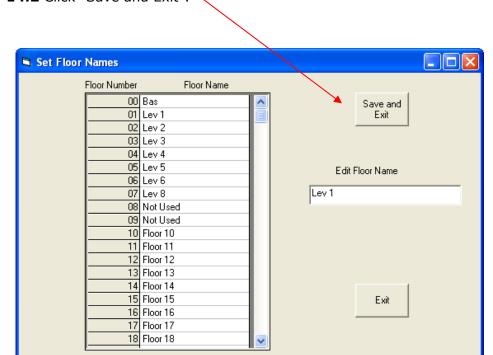


- **13.2** Next enter the serial number of the DIDO. Only check this box if you are using the DIDO-16.
- 13.3 Click the "SAVE" button.

14.0 Lift Setup

The i-Pass master Controller has the ability to provide Lift Access Control for up to 32 levels. Floor security release via intercom override is also catered for in the i-Pass system.

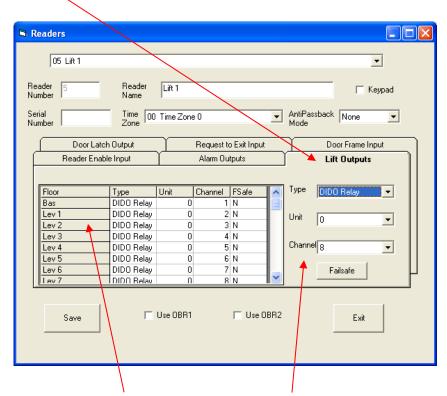
14.1 Go to "Database" in the Main Menu and select "Floor Names". Click on each Floor Number and change the name to correspond to the floor layout of your building. Start from Floor 00 and work down, any floor numbers not used can be changed to "Not Used" or left as is



14.2 Click "Save and Exit".

14.3 If you are using DIDO relays for lift floor control, make sure you have already added your DIDO's into the system as per Section 13.0 . If you are using the on board relay drivers these are already pre defined in the system database.

14.4 Now setup how each floor relay is addressed for each lift reader. Go to the "Database Menu" and select "Readers". Select the Lift reader for the first lift and then click on "Lift Outputs" to define how each relay for each floors access control is setup.



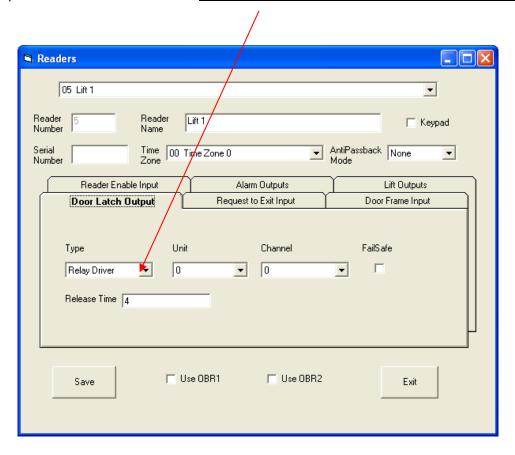
14.5 Click on each Floor, and then select "Type" + "Unit" + "Channel" as required. This must be done for each Floors relay setup, every drop down box must be selected for the data screen to change. See below for configuration options.

Туре	Description
Relay Driver	Open Collector Driver (16 on i-Pass Master Controller)
	Typically used to drive i-Pass IP-060 8 Way Relay Card, mounts in same cabinet
Onboard Relay	Volt Free Relay (2 on i-Pass Master Controller)
	Typically used for door control
DIDO Relay	Relay on DIDO external Input Output Module
,	DIDO16 = 16 Relays DIDO4 = 2 Relays

Unit	Description
0	Used when the relay or Relay driver is located on the i-Pass Master Controller
0-16	Used when the relay is located on a DIDO module (Unit Num = DIDO number)

Channel	Description	
0-64	This is the actual relay number on the DIDO or i-Pass Master Controller e.g. If you are referring to the 10^{th} relay on a DIDO16 the channel = 10	
	Do not use Channel O	

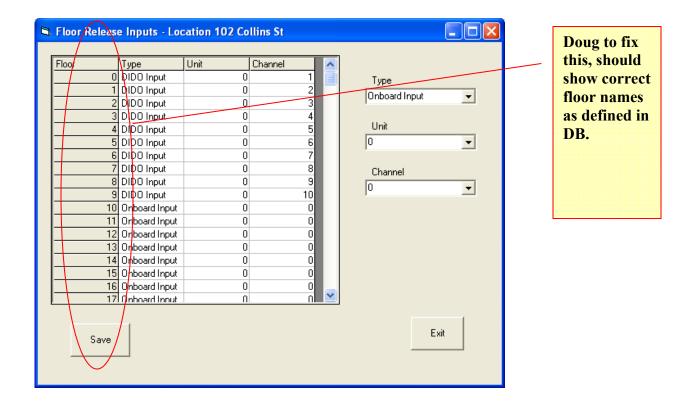
14.6 Now setup how long you want the floor relays to release when a valid card is presented to the lift reader. **Set the release time for the Lift Reader here**.



ALWAYS CLICK "SAVE" AFTER YOU MAKE ANY CHANGES!!!!

14.7 i-Pass XS also allows you to define Inputs that are used for Lift Floor security override. This is commonly used as an interface between an intercom system and the access control system controlling lift security.

In this section you can setup which inputs are used to tell i-Pass to de-secure a particular floor for an "Override Release time period". The Override Release time period should be set long enough to give a visitor time to travel to the lift foyer, call the lift, enter a lift car and press that floors button. See Section 14.8 on how to set the Floor Override Release Time.



14.8 Floor Override Release Time for each lift can be set here!

